



Extended Studies

2011-12 | Career Development Course Guide

Plan your year (and your career)...

**Courses You Can
Count On to
Lead and
Succeed!**



Count on Extended Studies to build your business, your career!

Is there a new career in your future? Are you changing jobs? Or do you want to strengthen the skills you have? Whether you need new tools for the job you have today or marketable skills for a new career tomorrow, Extended Studies can help, with dozens of University-quality short courses and certificates taught by expert faculty. Register today and develop your skills in a wide range of topics for immediate, real-world application — **to power your business, your career and your life.**

How much time can you spend this year?

Earn university credentials to enhance your professional qualifications, strengthen your current position, move up the corporate ladder, open your options or guide you on a new career path. We'll help you do it on your terms:

One-Two days

Earn PHR/SPHR recertification credits in a number of courses, or hone management strategies and strengthen your résumé in such courses as **Performance Management, Strategy and Innovation, Conducting Successful Interviews, Employee Relations, Tribal Leadership, Coaching Skills for Managers, Open Leadership** and more.

Weekends

Gain marketable skills to expand your current position or prepare for another in the **Graphics Professional Series** or earn an educational credential to help you advance in one of the nation's fastest-growing fields with the **Paralegal Studies Certificate Program**.

Evenings

Reach higher levels of leadership excellence in the **Advanced Management Program** or new **Executive Learning and Leadership** courses, learn about the latest green technologies in the **Energy Management Certificate**, transform your marketing plan with the **Social Media Marketing Certificate**, gain skills to lead and manage any type of project in **Project Management Essentials Certificate** courses, prepare for national certification in the **PHR/SPHR Study Program**, or discover resources for professional and family caregivers in the **Caregiving Essentials Certificate**.

Weekdays

Experience an unparalleled educational opportunity in the **Excellence in Nonprofit Management Institute**, join leaders from the field in the **Fundraising Professionals Certificate**, develop advanced HR strategies with industry experts in **Senior Manager in HR Professional Certificate** courses, or develop hands-on skills with **Business Computer Skills Series** courses.

Anytime, Anywhere

Earn a certificate online in as few as three months in our fast-track format. Choose the online **LearnLaw Certificate**, **Project Management** or **Purchasing Management Certificate**, or **Six Sigma Green Belt** or **Black Belt Certificate**.

Class locations

Most classes are held at the University of Nevada, Reno, Continuing Education Building, 1041 N. Virginia St., or at the University's Redfield Campus, 18600 Wedge Parkway, Reno. For class locations and other course-specific information, visit our website.

Added value — lunch and parking

Your fee for most full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Fees for our courses held on the main University campus include permit parking; parking is free at Redfield Campus without a permit. Additional information about parking will be included in confirmation letters sent prior to class.

SAVE! Early-bird and other discounts available for many courses!

See our course catalog or call Extended Studies for information about discounts available for multiple registrations from the same organization, and for individuals registering at the same time for all the required courses for one multiple-course certificate program in Project Management, Human Resources Management or Supervisory Management. See course descriptions online or look inside for early-bird registration deadlines.

For more information, visit www.extendedstudies.unr.edu or call (775) 784-4046 or 1-800-233-8928.

What participants are saying about our courses:

"...skills and knowledge in the latest trends. Don't be left behind!"

— Brooke Noel, Reno Events Center

"I cannot thank you enough. One of the best classes I've taken in years."

— Theresa Tacner, SPHR

"Extremely well organized and staffed."

— Janelle K. Thomas, Public Utility Commission of Nevada

"An excellent overview of the skills needed to manage an organization."

— William J. Brunson, The National Judicial College

The online Executive MBA from the College of Business, University of Nevada, Reno.

Your education. Upgraded.



Competitively priced. Expert faculty. Leading-edge education. All from a college that offers one of the leading part-time MBAs in the country.

www.extendedstudies.unr.edu/emba

Your #1 gaming industry resource

Extended Studies is the world's premiere provider of gaming management education, offering industry-specific training, general short courses, weeklong seminars and an annual international Executive Development Program. We can also bring our programs to your site. Email gaming@unr.edu.

www.gaming.unr.edu

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Listed alphabetically under each heading, Extended Studies professional development courses may be taken independently and require no formal admission to the University.

Take courses individually, or build your own Management Certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn the 10-course Custom certificate.
- Three **Project Management Essentials** courses to earn the 45-hour PME certificate.
- Four **Social Media Marketing** courses to earn the 33-hour SMM certificate.
- Ten courses to earn the **Senior Manager in HR Professional Certificate** as an advanced option for HR professionals.
- Additionally, our new **Executive Learning and Leadership** courses augment your management studies and can serve as certificate electives for HR or Supervisory Management.
- Or complete a full certificate in one of our multiple-session **Certificate Programs** in **Nonprofit** or **Energy Management, Fundraising, Caregiving** or **Paralegal Studies**.

HUMAN RESOURCES MANAGEMENT

Compensation and Benefits*

Dec. 7, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 2118CHR104 / \$195 / Instr.: Wheeler
April 18, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2122CHR104 / \$195 / Instr.: Wheeler

Employee Relations*

Sept. 28, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 2118CHR102 / \$195 / Instr.: McNamara
Jan. 25, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2122CHR102 / \$195 / Instr.: McNamara

Employment, Placement and Practices*

Nov. 17, 2011; Thurs., 9 a.m.-4 p.m.
Sched. #: 2118CHR101 / \$195 / Instr.: Jensen
March 8, 2012; Thurs., 9 a.m.-4 p.m.
Sched. #: 2122CHR101 / \$195 / Instr.: Jensen

Human Resources Training and Development*

Oct. 19, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 2118CHR103 / \$210 / Instr.: McNamara
Feb. 15, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2122CHR103 / \$210 / Instr.: McNamara

Legal Aspects and Liability Issues for Employers*

Nov. 3-4, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2118CSM102 / \$325 / Instr.: Hall
March 22-23, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2122CSM102 / \$325 / Instr.: Hall

SUPERVISORY MANAGEMENT

Effective Communication Skills in the Workplace*

Nov. 30-Dec. 1, 2011; Wed.-Thurs., 9 a.m.-4 p.m.
Sched. #: 2118CSM101 / \$325 / Instr.: Zimmerman
May 10-11, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2122CSM101 / \$325 / Instr.: Harmon

Legal Aspects and Liability Issues for Employers*

Nov. 3-4, 2011; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2118CSM102 / \$325 / Instr.: Hall
March 22-23, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2122CSM102 / \$325 / Instr.: Hall

Managing and Supervising People*

Jan. 26-27, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2122CSM103 / \$325 / Instr.: Hernandez
June 7-8, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2125CSM103 / \$325 / Instr.: Hernandez

Performance Management*

Oct. 5-6, 2011; Wed.-Thurs., 9 a.m.-4 p.m.
Sched. #: 2118CSM104 / \$325 / Instr.: Sanders
April 19-20, 2012; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2122CSM104 / \$325 / Instr.: Sanders

Strategies for Understanding Financial Statements*

Nov. 18, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 2118CSM105 / \$195 / Instr.: Kalt
March 9, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2122CSM105 / \$195 / Instr.: Kalt

CUSTOM CERTIFICATE ELECTIVES

Business Writing for Results

Oct. 26-27, 2011; Wed.-Thurs., 9 a.m.-noon
Sched. #: 2118CX132 / \$195 / Instr.: Brown
May 3-4, 2012; Thurs.-Fri., 9 a.m.-noon
Sched. #: 2122CX132 / \$195 / Instr.: Brown

NEW! Coaching Skills for Managers*

Sept. 30 and Oct. 7, 2011; Fri., 9 a.m.-noon
Sched. #: 2118CX237 / \$195 / Instr.: Prendergast

Conducting Successful Interviews*

Oct. 13, 2011; Thurs., 9 a.m.-4 p.m.
Sched. #: 2118CX106 / \$195 / Instr.: Jensen
March 27, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2122CX106 / \$195 / Instr.: Jensen

Critical Skills for Supervisors: Managing Today's Workforce*

March 2, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2122CX222 / \$195 / Instr.: Hernandez

NEW! De Bono's Six Thinking Hats*

Oct. 12, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 2118CX172 / \$400 / Instr.: Schultz

Delegating Efficiently and Effectively*

Dec. 2, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 2118CX225 / \$195 / Instr.: Frenkel

Developing Your Employees — Increasing Your Team's Performance

Feb. 1, 2012; Wed., 8 a.m.-5 p.m.
Sched. #: 2122CX219 / \$225 / Instr.: Vassiliou

Drafting Employee Handbooks and Avoiding Potential Land Mines*

April 27, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2122CX109 / \$195 / Instr.: Hall

Effective Discipline and Documentation*

Nov. 29, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 2118CX111 / \$195 / Instr.: Jensen
May 22, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2122CX111 / \$195 / Instr.: Jensen

Employee Orientations: From Design to Implementation*

Feb. 7, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2122CX108 / \$195 / Instr.: Jensen

Employee Retention Tactics that Work*

April 10, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2122CX204 / \$195 / Instr.: McNamara

How to Design and Conduct a Training Needs Assessment

Nov. 16, 2011; Wed., 9 a.m.-4 p.m.
Sched. #: 2118CX148 / \$195 / Instr.: Vassiliou

NEW! Last One Standing: How to Stay Engaged and Motivated after Layoffs*

Feb. 29, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2122CX232 / \$195 / Instr.: Prendergast

Planning and Implementing Employee Events and Recognition Programs*

May 2, 2012; Wed., 9 a.m.-4 p.m.
Sched. #: 2122CX212 / \$195 / Instr.: McNamara

Problem Solving: Creating Solutions*

Feb. 16, 2012; Thurs., 9 a.m.-4 p.m.
Sched. #: 2122CX230 / \$195 / Instr.: Farmer

Regulations and Documentation: How to Work Effectively with State Agencies*

April 5, 2012; Thurs., 9 a.m.-4 p.m.; and
April 6, 2012; Fri., 9 a.m.-1 p.m.
Sched. #: 2122CX213 / \$250 / Instr.: Hernandez

Talking till You're Blue? How to Handle Difficult Conversations

Dec. 9, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 2118CX228 / \$225 / Instr.: Harmon
June 15, 2012; Fri., 9 a.m.-4 p.m.
Sched. #: 2125CX228 / \$225 / Instr.: Harmon

Working with the Problem Employee*

Nov. 8, 2011; Tues., 9 a.m.-4 p.m.
Sched. #: 2118CX128 / \$205 / Instr.: McNamara
May 31, 2012; Thurs., 9 a.m.-4 p.m.
Sched. #: 2122CX128 / \$205 / Instr.: McNamara

Workplace Violence: Don't Be Blindsided* (Formerly Strategies for Handling Workplace Violence)

March 13, 2012; Tues., 9 a.m.-4 p.m.
Sched. #: 2122CX129 / \$195 / Instr.: Frenkel

(Executive Learning and Leadership courses, at right, also may be applied as Certificate Electives.)

* Courses marked with asterisks have been approved for six to 18 general or strategic credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Others may be pending. Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.



PROJECT MANAGEMENT ESSENTIALS

The Human Factor of Project Management

(Course an adjunct to Project Management Essentials core)

March 28-29, 2012; Wed.-Thurs., 5:30-8:30 p.m.

Sched. #: 2122CPML208 / \$199 by March 14; \$249 after March 14
Instr.: Ciccotti

Managing with MS Project®

Dec. 13-15, 2011; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2118CPML202 / \$250 by Nov. 14; \$325 after Nov. 14
Instr.: Baryol

April 3-5, 2012; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2122CPML202 / \$250 by March 5; \$325 after March 5
Instr.: Baryol

Project Management: Beyond the Basics

Nov. 8-17, 2011; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2118CPML107 / \$585 by Oct. 10; \$695 after Oct. 10
Instrs.: Ball and Grundy

March 6-15, 2012; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2122CPML107 / \$585 by Feb. 6; \$695 after Feb. 6
Instrs.: Ball and Grundy

Project Management Essentials*

Sept. 6-15, 2011; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2118CPML101 / \$585 by Aug. 15; \$695 after Aug. 15
Instr.: Ball

Feb. 14-23, 2012; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2122CPML101 / \$585 by Jan. 23; \$695 after Jan. 23
Instr.: Ball

SENIOR MANAGER IN HR

(Prerequisites are required for each Senior Manager in HR Professional Certificate course. Please visit www.extendedstudies.unr.edu for details.)

Conducting an Effective Workplace Investigation*

April 12-13, 2012; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 2122AHR101 / \$500 / Instr.: Rezac

Developing a Total Rewards Package: Compensation and Benefits*

(Formerly Principles of Total Rewards)

Oct. 14, 2011; Fri., 9 a.m.-4 p.m.

Sched. #: 2118AHR105 / \$250 / Instr.: Wheeler

Getting More from Your Compensation and Benefits Programs*

March 16, 2012; Fri., 9 a.m.-4 p.m.

Sched. #: 2122AHR106 / \$250 / Instr.: Wheeler

How to Work with Legal Counsel*

June 22, 2012; Fri., 9 a.m.-4 p.m.

Sched. #: 2125AHR109 / \$250 / Instr.: Rezac

EXECUTIVE LEARNING AND LEADERSHIP

NEW! Protecting Your Company's Future Through Succession Planning*

July 26, 2012; Thurs., 9 a.m.-4 p.m.

Sched. #: 2125AHR111 / \$250 / Instr.: Schultz

Impacting and Influencing Organizational Strategy*

May 16, 2012; Wed., 9 a.m.-5 p.m.; and

May 30, 2012; Wed., 9 a.m.-4 p.m.

Sched. #: 2125AHR110 / \$500 / Instr.: Vassiliou

Remaining Sane While Leading Change*

Feb. 24, 2012; Fri., 9 a.m.-4 p.m.

Sched. #: 2122AHR108 / \$250 / Instr.: Schultz

The Rules Have Changed: Is Your HR Department in Compliance?*

Jan. 27, 2012; Fri., 9 a.m.-4 p.m.

Sched. #: 2122AHR103 / \$250 / Instr.: Hall

Safety Issues for Human Resources: Recording and Reporting*

Sept. 22, 2011; Thurs., 9 a.m.-4 p.m.

Sched. #: 2118AHR104 / \$250 / Instr.: Graham

NEW! Marketing 101: How to Build a Marketing Plan that Leverages Budget and Technology

May 9 and 16, 2012; Wed., 6-9 p.m.

Sched. #: 2122LEAD228 / \$199 by April 25; \$249 after April 25

Instr.: Christoffersen

NEW! Open Leadership

Oct. 18 and 25, 2011; Tues., 6-9 p.m.

Sched. #: 2118LEAD127 / \$199 by Oct. 4; \$249 after Oct. 4

Instr.: Felts

April 11 and 18, 2012; Wed., 6-9 p.m.

Sched. #: 2122LEAD127 / \$199 by March 28; \$249 after March 28

Instr.: Felts

NEW! Strategy and Innovation (Pending HRCI approval)

Nov. 2 and 9, 2011; Wed., 6-9 p.m.

Sched. #: 2118LEAD122 / \$199 by Oct. 19; \$249 after Oct. 19

Instr.: Christoffersen

NEW! Tribal Leadership*

Sept. 13 and 20, 2011; Tues., 6-9 p.m.

Sched. #: 2118LEAD124 / \$199 by Aug. 30; \$249 after Aug. 30

Instr.: Cornish

NEW! Write Fast! Write Now! Writing for Leaders

Oct. 5, 2011 (classroom); Wed., 6-9 p.m.

Oct. 12, 2011 (teleconference); Wed., 9 a.m.-noon

Sched. #: 2118LEAD126 / \$199 by Sept. 21; \$249 after Sept. 21

Instr.: McIntosh

Value you can measure...

"Timely information every manager should know."

— Sylvia Smith, Western Title Company

SOCIAL MEDIA MARKETING

(Courses are scheduled in a suggested sequence each semester for those pursuing a full Social Media Marketing Certificate. Please visit www.extendedstudies.unr.edu for details.)

Creating WordPress Blogs

Nov. 1-2, 2011; Tues.-Wed., 6-9 p.m.

Sched. #: 2118LEAD119 / \$199 by Oct. 21;

\$249 after Oct. 21 / Instr.: Crabtree

March 27-28, 2012; Tues.-Wed., 6-9 p.m.

Sched. #: 2122LEAD119 / \$199 by March 16;

\$249 after March 16 / Instr.: Crabtree

Inbound Marketing Analytics and Metrics

Dec. 6-8, 2011; Tues.-Thurs., 6-9 p.m.

Sched. #: 2118LEAD116 / \$299 by Nov. 22;

\$399 after Nov. 22 / Instr.: Jennings

May 1-3, 2012; Tues.-Thurs., 6-9 p.m.

Sched. #: 2122LEAD116 / \$299 by April 17;

\$399 after April 17 / Instr.: Jennings

Inbound Marketing Principles and Practices

Nov. 8, 15 and 29, 2011; Tues., 6-9 p.m.

Sched. #: 2118LEAD203 / \$299 by Oct. 21;

\$399 after Oct. 21 / Instr.: McDowell

April 10-24, 2012; Tues., 6-9 p.m.

Sched. #: 2122LEAD203 / \$299 by March 23;

\$399 after March 23 / Instr.: McDowell

Introduction to Social Media: New and Social Media Marketing for Busy People

Sept. 13-27, 2011; Tues., 6-9 p.m.

Sched. #: 2118LEAD103 / \$299 by Aug. 30;

\$399 after Aug. 30 / Instr.: Felts

Feb. 7-21, 2012; Tues., 6-9 p.m.

Sched. #: 2122LEAD103 / \$299 by Jan. 24;

\$399 after Jan. 24 / Instr.: Felts

NEW! Introduction to Writing for Social Media

Oct. 26-27, 2011; Wed.-Thurs., 6-9 p.m.

Sched. #: 2118LEAD125 / \$199 by Oct. 12;

\$249 after Oct. 12 / Instr.: Do

Online Marketing Strategies for Small-Business Owners

May 8-9, 2012; Tues.-Wed., 6-9 p.m.

Sched. #: 2122LEAD121 / \$199 by April 28;

\$249 after April 28 / Instr.: Crabtree

Social Media Tools: Foundations for Inbound Marketing

Oct. 4-18, 2011; Tues., 6-9 p.m.

Sched. #: 2118LEAD117 / \$299 by Sept. 24;

\$399 after Sept. 24 / Instr.: Downs

March 6-20, 2012; Tues., 6-9 p.m.

Sched. #: 2122LEAD117 / \$299 by Feb. 25;

\$399 after Feb. 25 / Instr.: Downs

NEW! Video for Social Media

Sept. 28-29, 2011; Wed.-Thurs., 6-9 p.m.

Sched. #: 2118LEAD123 / \$199 by Sept. 14;

\$249 after Sept. 14 / Instr.: Welch

Experience you can trust...

"Taught by true professionals with outstanding credentials and experience."

—Ken Hewson, Cashman Equipment Company

Advanced Management Program

Feb. 8-May 9, 2012; select Tues.-Wed., 6-9 p.m.
Sched. #: 2122AMP101 / \$1,595 by Jan. 24; \$1,695 after Jan. 24
Instrs.: UNR faculty

NEW FORMAT! Caregiving Essentials Certificate

Sept. 22, 2011-March 8, 2012; select Thurs., 3:30-6:30 p.m.
Sched. #: 2118CEC101 / \$995 by Sept. 2; \$1,295 after Sept. 2
Instr.: Harris

Energy Management Certificate

Sept. 13-Nov. 15, 2011; Tues., 6-9 p.m.
Sched. #: 2118CEM101 / \$900 by Aug. 29; \$1,050 after Aug. 29
Instrs.: Terrell and Millar

Excellence in Nonprofit Management Institute

April 23-27, 2012; Mon.-Thurs., 8 a.m.-5 p.m.;
Fri., 8 a.m.-3 p.m. / Sched. #: 2122CNP109 / \$900 by April 6;
\$1,100 after April 6 / Instrs.: Nonprofit professionals

NEW! Fundamental Business Skills Certificate

Sept. 10, 2011-Feb. 11, 2012; select Mon. and Sat.
\$995 / Visit www.tmc.edu/wdce or call (775) 829-9010 for details.

Fundraising Professionals Certificate

Sept. 16-30, 2011; Fri., 9 a.m.-4 p.m.
Sched. #: 2118CFP106 / \$390 AFP members by Aug. 26;
\$485 after Aug. 26; \$490 nonmembers by Aug. 26;
\$585 after Aug. 26 / Instrs.: Association of Fundraising Professionals

Paralegal Studies Certificate Program

Sept. 10-Nov. 20, 2011; select Sat. and Sun., 9 a.m.-5 p.m.
Sched. #: 2118PARA101 / \$1,795 by Aug. 26; \$1,995 after Aug. 26
Instrs.: Bowman and Spoo
Jan. 28-April 1, 2012; select Sat. and Sun., 9 a.m.-5 p.m.
Sched. #: 2122PARA101 / \$1,795 by Jan. 14; \$1,995 after Jan. 14
Instrs.: Bowman and Spoo

Paramedic Management Certificate

12-month program starting Jan. 2012
Sched. #: 2122CPAR101 / \$9,000 / Instrs.: TBA

Professional in Human Resources (PHR/SPHR) Study Program

Sept. 12-Nov. 28, 2011; select Mon. and Tues., 4-7:30 p.m.
(3:30-7:30 p.m., Sept. 12 and Nov. 28)
Sched. #: 2118PHR101 / \$1,400
Instrs.: Human resources professionals

NEW! Women's Health and Wellness Series — Hormones 101: Clinical Aspects Associated with Perimenopause and Menopause (Ces: RN, APN, PA, LPN)

Sept. 14-15, 2011; Wed.-Thurs., 6-9 p.m.
Sched. #: 2118NCE1012 / \$195 / Instr.: Mantkus
Sept. 17, 2011; Sat., 9 a.m.-4 p.m.
Sched. #: 2118NCE1011 / \$195 / Instr.: Mantkus

BUSINESS COMPUTER SKILLS

Microsoft Access® Basics

Oct. 11 and 14, 2011; Tues. and Fri.,
8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH310 / \$200 / Instr.: Gage

Microsoft Access® Intermediate

Nov. 15 and 18, 2011; Tues. and Fri.,
8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH311 / \$200 / Instr.: Gage

Microsoft Excel® Advanced

Dec. 13, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3031 / \$100 / Instr.: Gage

Microsoft Excel® Basics

Sept. 20, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3011 / \$100 / Instr.: Gage
Oct. 21, 2011; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3012 / \$100 / Instr.: Gage
Nov. 29, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3013 / \$100 / Instr.: Gage

Microsoft Excel® Intermediate

Sept. 27, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3021 / \$100 / Instr.: Gage
Dec. 2, 2011; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3022 / \$100 / Instr.: Gage

Microsoft Outlook® Basics

Sept. 30, 2011; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3071 / \$100 / Instr.: Gage

Microsoft PowerPoint® Basics

Oct. 4, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH308 / \$100 / Instr.: Gage

Microsoft Word® Advanced

Dec. 9, 2011; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3061 / \$100 / Instr.: Gage

Microsoft Word® Basics

Sept. 23, 2011; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3041 / \$100 / Instr.: Gage
Oct. 18, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3042 / \$100 / Instr.: Gage
Nov. 4, 2011; Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3043 / \$100 / Instr.: Gage

Microsoft Word® Intermediate

Nov. 1, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3051 / \$100 / Instr.: Gage
Dec. 6, 2011; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2118TECH3052 / \$100 / Instr.: Gage

Results you can depend on...

"Many of the course exercises and ideas have been used in my work over the years."

—Jill Berryman, Sierra Arts

You can count on Extended Studies at the University of Nevada, Reno.

For details and registration, call
(775) 784-4062 or visit our website and
search by course number or title:

www.extendedstudies.unr.edu



GRAPHICS PROFESSIONAL

Advanced Photoshop®

Nov. 29-Dec. 8, 2011; Tues.-Thurs., 6-9 p.m.
Sched. #: 2118TECH952 / \$349 / Instr.: Welch

Beginning Dreamweaver®

Oct. 11-20, 2011; Tues.-Thurs., 6-9 p.m.
Sched. #: 2118TECH9551 / \$349 / Instr.: Welch

Beginning Illustrator®

Sept. 13-22, 2011; Tues.-Thurs., 6-9 p.m.
Sched. #: 2118TECH9571 / \$349 / Instr.: Welch

Beginning InDesign®

Nov. 8-17, 2011; Tues.-Thurs., 6-9 p.m.
Sched. #: 2118TECH9651 / \$349 / Instr.: Welch

Beginning Photoshop®

Oct. 25-Nov. 3, 2011; Tues.-Thurs., 6-9 p.m.
Sched. #: 2118TECH951 / \$349 / Instr.: Welch

NEW! Dynamic Publishing Workshop

Sept. 24 and Oct. 1, 2011; Sat., 8:30 a.m.-12:30 p.m.
Sched. #: 2118TECH9751 / \$99 / Instr.: Cooper

Photoshop® Elements Advanced

Dec. 3 and 10, 2011; Sat., 8:30 a.m.-12:30 p.m.
Sched. #: 2118TECH9441 / \$99 / Instr.: Welch

Photoshop® Elements Basics

Oct. 15, 2011; Sat., 9 a.m.-4 p.m.
Sched. #: 2118TECH9431 / \$99 / Instr.: Welch

RAW Photo Processing

Nov. 12 and 19, 2011; Sat., 8:30 a.m.-12:30 p.m.
Sched. #: 2118TECH9701 / \$99 / Instr.: Welch

Premiere® Elements

Nov. 12 and 19, 2011; Sat., 1-5 p.m.
Sched. #: 2118TECH9801 / \$99 / Instr.: Welch

Using Your Digital SLR Camera

Sept. 10 and 17, 2011; Sat., 8:30 a.m.-12:30 p.m.
Sched. #: 2118TECH9131 / \$99 / Instr.: Welch

Using Your Digital SLR Camera: Advanced

Oct. 22, 2011; Sat., 9 a.m.-4 p.m.
Sched. #: 111TECH9142 / \$99 / Instr.: Welch



Extended Studies
University of Nevada, Reno/0048
Reno, Nevada 89557-1048



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Professional Development 2011-2012 | Course Schedule at a Glance

The following courses may be taken independently and require no formal admission to the University. For registration and information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu and search by course title, or call (775) 784-4062 or 1-800-233-8928.

September 2011

- 6 Project Management Essentials* begins (6 sessions)
- 10 Fundamental Business Certificate begins (12 sessions)
- 10 Paralegal Studies Certificate begins (16 sessions)
- 10 Using Your Digital SLR Camera begins (2 sessions)
- 12 Professional in Human Resources (PHR/SPHR) Study Program begins (11 sessions)
- 13 Beginning Illustrator® begins (6 sessions)
- 13 Energy Management Certificate begins (10 sessions)
- 13 New and Social Media Marketing begins (3 sessions)
- 13 Tribal Leadership* begins (2 sessions)
- 14-15 Hormones 101
- 16 Fundraising Professionals Certificate begins (3 sessions)
- 17 Hormones 101
- 19-20 Driving Casino Loyalty through Players Clubs (Las Vegas)
- 20 Microsoft Excel® Basics
- 21-22 Managing, Measuring and Maximizing Casino Host Efforts (Las Vegas)
- 22 Caregiving Essentials Certificate begins (12 sessions)
- 22 Safety Issues for HR: Recording and Reporting*
- 23 Microsoft Word® Basics
- 24 Dynamic Publishing Workshop begins (2 sessions)
- 27 Microsoft Excel® Intermediate
- 28-29 Video for Social Media
- 28 Employee Relations*
- 30 Coaching Skills for Managers* begins (2 sessions)
- 30 Microsoft Outlook® Basics

October 2011

- 4 Microsoft PowerPoint® Basics
- 4 Social Media Tools begins (3 sessions)
- 5-6 Performance Management*
- 5 Writing for Leaders begins (2 sessions)
- 11 Microsoft Access® Basics begins (2 sessions)
- 11 Beginning Dreamweaver® begins (6 sessions)
- 12 De Bono's Six Thinking Hats**
- 13 Conducting Successful Interviews*
- 14 Developing a Total Rewards Package*
- 15 Photoshop® Elements Basics
- 18 Open Leadership begins (2 sessions)
- 18 Microsoft Word® Basics
- 19 Human Resources Training and Development*
- 21 Microsoft Excel® Basics
- 22 Using Your Digital SLR Camera: Advanced
- 25 Beginning Photoshop® begins (6 sessions)
- 26-27 Introduction to Writing for Social Media
- 26-27 Business Writing for Results

November 2011

- 1-2 Creating WordPress Blogs
- 1 Microsoft Word® Intermediate
- 2 Strategy and Innovation begins (2 sessions)
- 3-4 Legal Aspects and Liability Issues for Employers*
- 4 Microsoft Word® Basics

- 7-11 Advanced Management of Slot Operations
- 8 Beginning InDesign® begins (6 sessions)
- 8 Inbound Marketing Principles/Practices begins (3 sessions)
- 8 Project Management: Beyond the Basics begins (6 sessions)
- 8 Working with the Problem Employee*
- 12 Premiere® Elements begins (2 sessions)
- 12 RAW Photo Processing begins (2 sessions)
- 15 Microsoft Access® Intermediate begins (2 sessions)
- 16 How to Design and Conduct a Training Needs Assessment
- 17 Employment, Placement and Practices*
- 18 Strategies for Understanding Financial Statements*
- 29 Advanced Photoshop® begins (6 sessions)
- 29 Effective Discipline and Documentation*
- 29 Microsoft Excel® Basics
- 30-Dec. 1 Effective Communication Skills in the Workplace*

December 2011

- 2 Delegating Efficiently and Effectively*
- 2 Microsoft Excel® Intermediate
- 3 Photoshop® Elements Advanced begins (2 sessions)
- 6-8 Inbound Marketing Analytics and Metrics
- 6 Microsoft Word® Intermediate
- 7 Compensation and Benefits*
- 9 Microsoft Word® Advanced
- 9 Talking till You're Blue?
- 13-15 Managing with MS Project®
- 13 Microsoft Excel® Advanced

January 2012

- TBA Paramedic Management Certificate begins
- 25 Employee Relations*
- 26-27 Managing and Supervising People*
- 27 The Rules Have Changed: Is Your HR Department in Compliance?*
- 28 Paralegal Studies Certificate begins (16 sessions)

February 2012

- 1 Developing Your Employees
- 7 Employee Orientations: Design to Implementation*
- 7 New and Social Media Marketing begins (3 sessions)
- 8 Advanced Management Program begins (13 sessions)
- 14 Project Management Essentials* begins (6 sessions)
- 15 Human Resources Training and Development*
- 16 Problem Solving: Creating Solutions*
- 24 Remaining Sane while Leading Change*
- 29 Last One Standing*

March 2012

- 2 Critical Skills for Supervisors: Managing Today's Workforce*

- 6 Project Management: Beyond the Basics begins (6 sessions)
- 6 Social Media Tools begins (3 sessions)
- 8 Employment, Placement and Practices*
- 9 Strategies for Understanding Financial Statements*
- 13 Workplace Violence: Don't Be Blindsided*
- 16 Getting More from Compensation and Benefits Programs*
- 22-23 Legal Aspects and Liability Issues for Employers*
- 27-28 Creating WordPress Blogs
- 27 Conducting Successful Interviews*
- 28-29 The Human Factor of Project Management

April 2012

- 3-5 Managing with MS Project®
- 5-6 Regulations and Documentation*
- 10 Employee Retention Tactics that Work*
- 10 Inbound Marketing Principles/Practices begins (3 sessions)
- 11 Open Leadership begins (2 sessions)
- 12-13 Conducting an Effective Workplace Investigation*
- 18 Compensation and Benefits*
- 19-20 Performance Management*
- 23-27 Excellence in Nonprofit Management Institute
- 27 Drafting Employee Handbooks*

May 2012

- 1-3 Inbound Marketing Analytics and Metrics
- 2 Planning and Implementing Employee Events and Recognition Programs*
- 3-4 Business Writing for Results
- 8-9 Online Marketing Strategies for Small-Business Owners
- 9 Marketing 101 begins (2 sessions)
- 10-11 Effective Communication Skills in the Workplace*
- 16 Impacting Organizational Strategy* begins (2 sessions)
- 22 Effective Discipline and Documentation*
- 31 Working with the Problem Employee*

June 2012

- 7-8 Managing and Supervising People*
- 15 Talking till You're Blue?
- 22 How to Work with Legal Counsel*

July 2012

- 26 Protecting Your Company through Succession Planning*



* Courses marked with asterisks have been approved for six to 18 general or strategic credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.